

Virtual Trade Mission 2020 - Manual for Success

Hi, Welcome to the BIG DAY of Virtual Trade Mission 2020. Please see below for the guides on how to access B2Match platform, and the tips on maximising the experience.

1. Log In.

Please refer to the links of the individual events:

18th November Malaysia: <https://ireland-malaysia-dairy-virtual-trade.b2match.io/>

24th November Indonesia: <https://ireland-indonesia-dairy-virtual-trade.b2match.io/>

26th November Philippines: <https://ireland-philippines-dairy-virtual-trade.b2match.io/>

1st December Thailand: <https://ireland-thailand-dairy-virtual-trade.b2match.io/>

3rd December Vietnam: <https://ireland-vietnam-dairy-virtual-trade.b2match.io/>

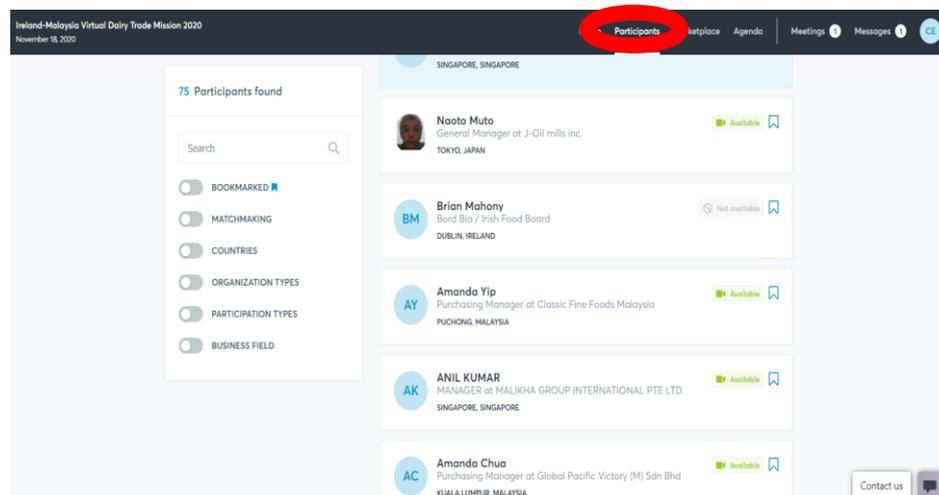
Please login at the homepage, or register yourself if you have not done so.



2. Participants List

View the suppliers' under the participants list. You can still request meetings and send messages even on the day of the webinar.

Click on the profile tab you would like to meet.



3. Request Meeting

You may request meeting with the selected suppliers' after clicking to their profile.

The screenshot shows a supplier profile for Naoto Muto, General Manager at J-Oil mills inc. The profile includes a profile picture, a company logo, and a brief description: "One of the largest Oil and Fats company in Japan. We manufacturer compound margarine". The "Nature of Business" is listed as "Processor" and "Products of Interest" includes "Butter". The profile is registered on November 07, 2020. A red circle highlights the "Request meeting" button in the bottom left corner of the profile card.

4. Accept Meetings

Under the meetings tab, you are able to view meetings that are confirmed / pending for confirmation.

The screenshot shows the "Meetings" tab in the application. The "Meetings" tab is circled in red. The page displays "1x1 Meetings" and a "Camera and microphone test" button. The "Next meetings" section shows two meeting invitations. The first is a "MEETING SCHEDULED" for Wednesday, November 18, 15:45 - 16:00. The second is a "MEETING INVITATION RECEIVED" for Wednesday, November 18, N/A. The "Accept" button for the second meeting is circled in red.

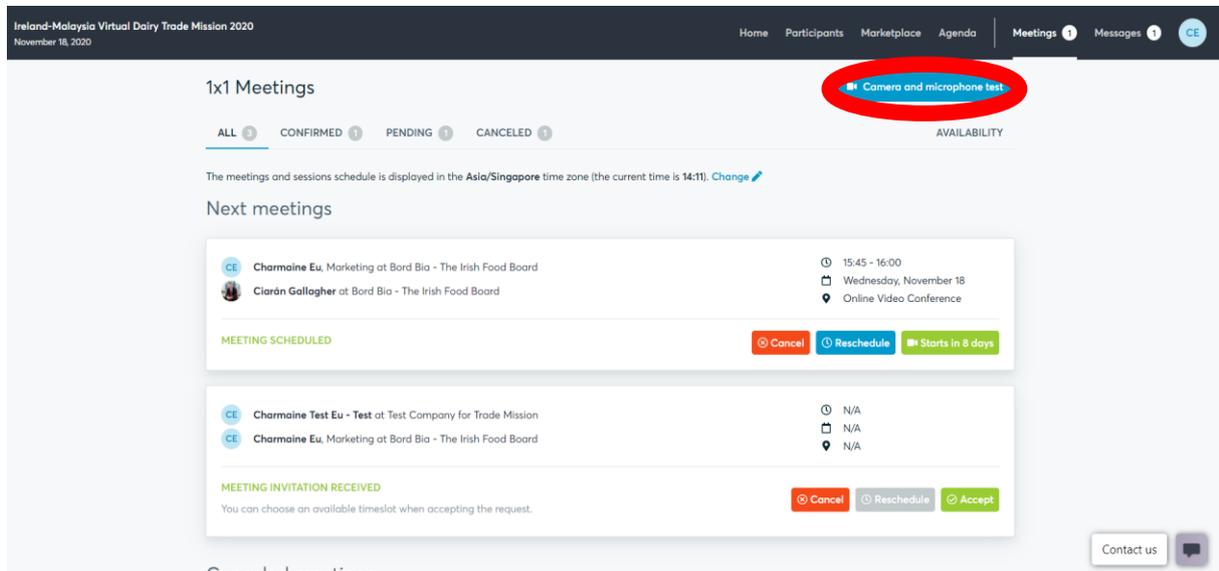
5. Confirm Meeting Timeslot

You will be able to choose the preferred timeslot for the meeting. Unavailable timeslot will be blocked. Click confirm, and the meeting is confirmed!

The screenshot shows a dialog box titled "Please pick a timeslot for your meeting". The dialog includes a message: "This meeting will take place on our platform as an online video conference". The time zone is set to "Asia/Singapore" and the date is "Wednesday, November 18, 2020". A grid of timeslots is displayed, with 15:30 selected. The "Confirm time" button is circled in red.

6. Technical preparations for Meeting

Please check your camera, microphone, speaker and headset are working well on B2Match platform before the meeting. Click on the test button to check your equipment. We encourage you to check before the meeting start, in order to maximise the 15 minutes with fruitful discussion.



Ireland-Malaysia Virtual Dairy Trade Mission 2020
November 18, 2020

Home Participants Marketplace Agenda Meetings 1 Messages 1 CE

1x1 Meetings

ALL 3 CONFIRMED 1 PENDING 1 CANCELED 1 AVAILABILITY

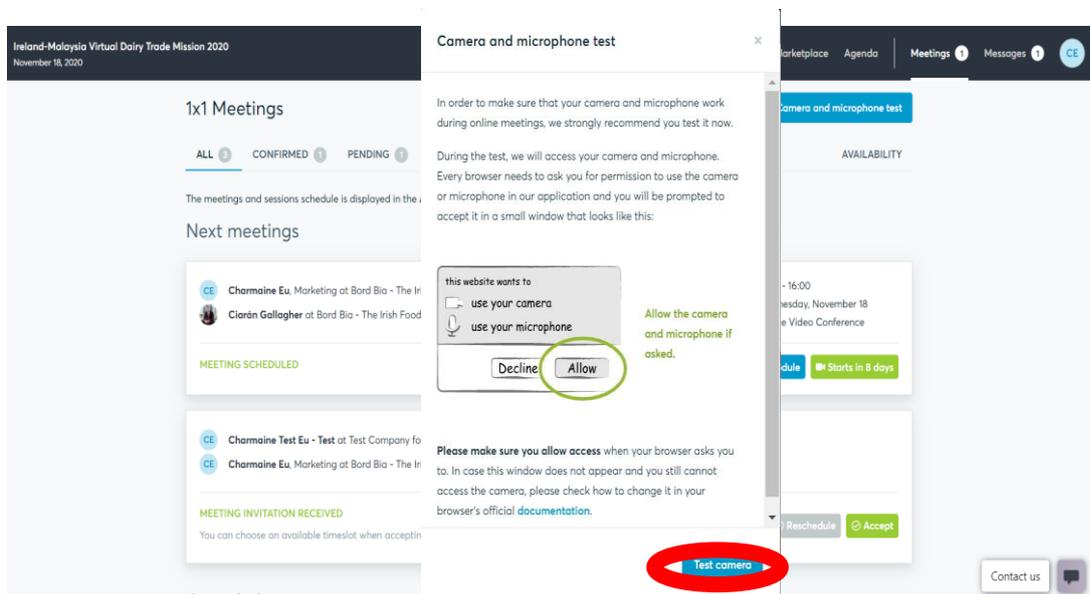
The meetings and sessions schedule is displayed in the Asia/Singapore time zone (the current time is 14:11). [Change](#)

Next meetings

	Charmaine Eu , Marketing at Bord Bia - The Irish Food Board Claran Gallagher at Bord Bia - The Irish Food Board	15:45 - 16:00 Wednesday, November 18 Online Video Conference
MEETING SCHEDULED		Cancel Reschedule Starts in 8 days
	Charmaine Test Eu - Test at Test Company for Trade Mission Charmaine Eu , Marketing at Bord Bia - The Irish Food Board	N/A N/A N/A
MEETING INVITATION RECEIVED You can choose an available timeslot when accepting the request.		Cancel Reschedule Accept

Contact us

Please remember to allow B2Match to access the camera and Microphone.



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Camera and microphone test

In order to make sure that your camera and microphone work during online meetings, we strongly recommend you test it now.

During the test, we will access your camera and microphone. Every browser needs to ask you for permission to use the camera or microphone in our application and you will be prompted to accept it in a small window that looks like this:

this website wants to

- use your camera
- use your microphone

[Decline](#) [Allow](#)

Allow the camera and microphone if asked.

Please make sure you allow access when your browser asks you to. In case this window does not appear and you still cannot access the camera, please check how to change it in your browser's official [documentation](#).

[Test camera](#)

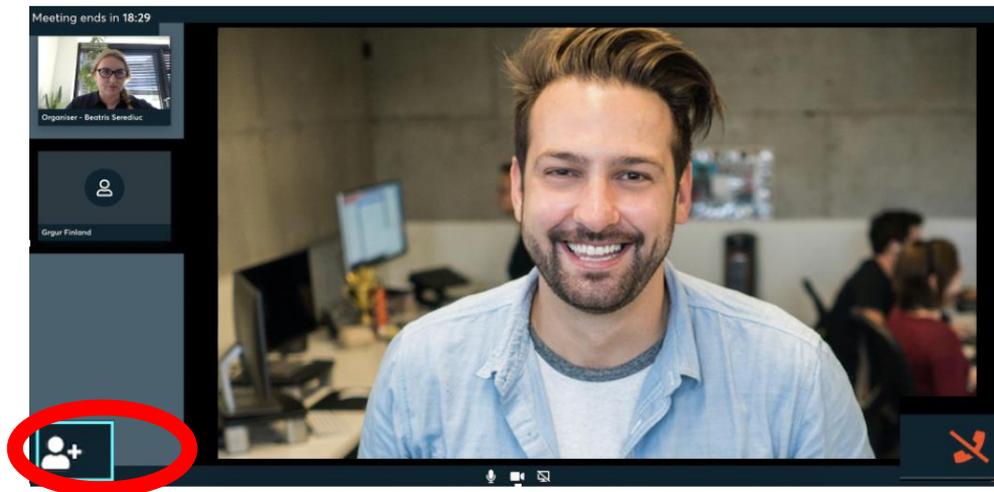
7. Invite Guest to meetings

You can invite your team to join in the meeting once it starts. Click on the invite guests' button to generate invitation link. You can send this to your colleagues – anyone with this link can join the meeting, limited to 5 people.

How it works

A guest can be invited to a bilateral meeting **through the link available when accessing the virtual meeting.**

- Start your virtual meeting by clicking on **Meet** in your **Meetings** tab
- Click on **Invite guests** to generate the invitation link



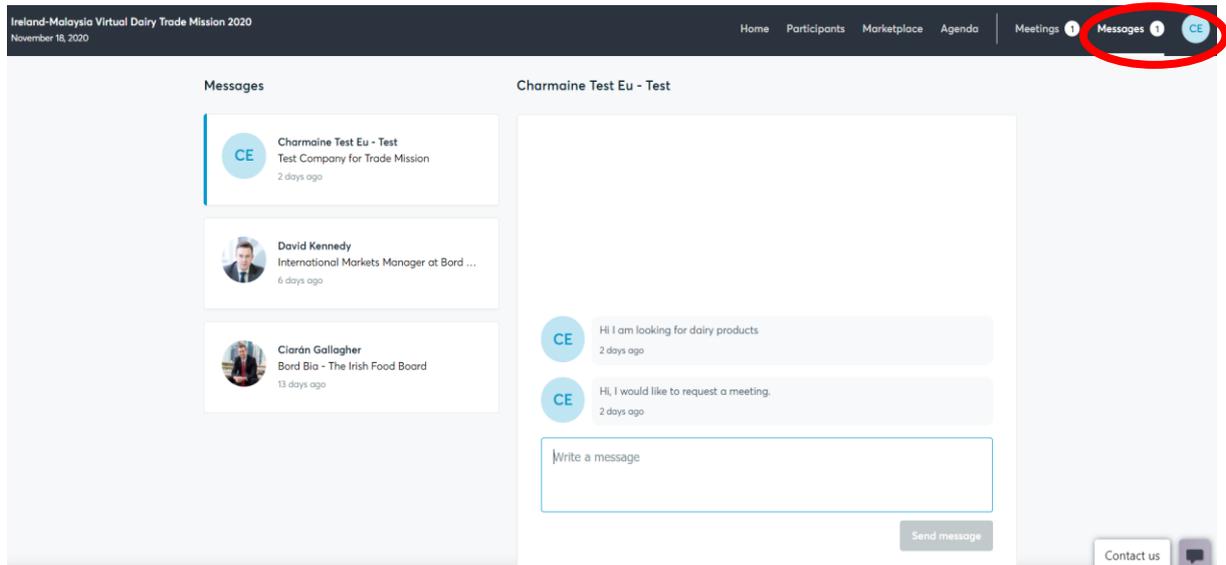
8. Send Messages

You can send Message at the participants's profile page.



9. View Message inbox

The message button on the top right hand allows you to view all messages sent / receive



10. Access the webinar on the actual day

Click on the Live Stage to view the Live Webinar

